

Existing Application Processing

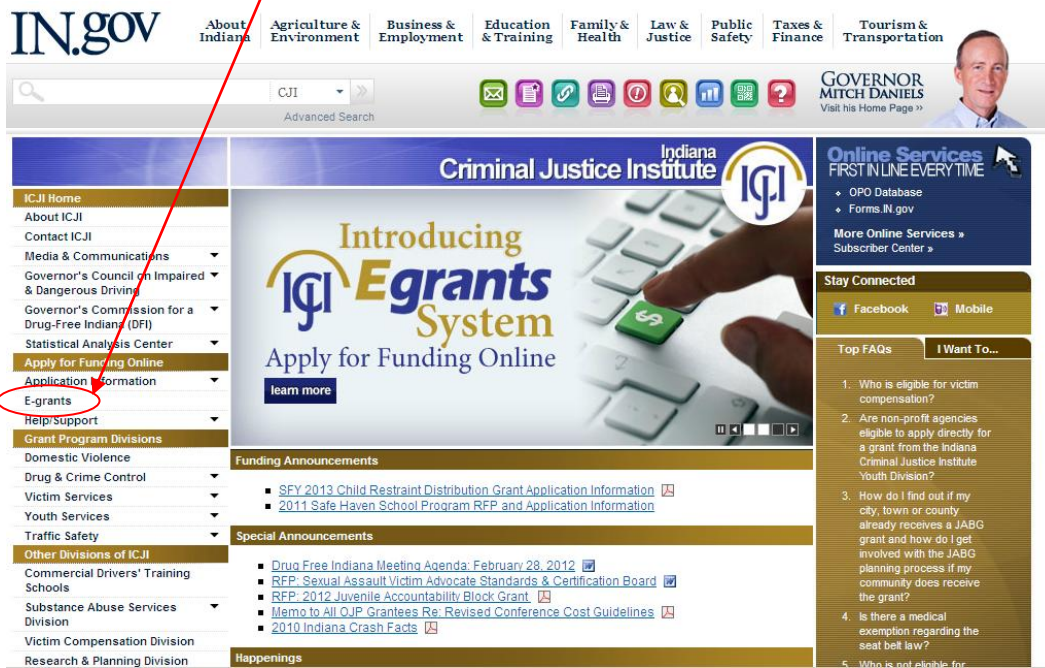
This page is blank by intent.

ICJI Egrants Application Processing Quick Start Guide

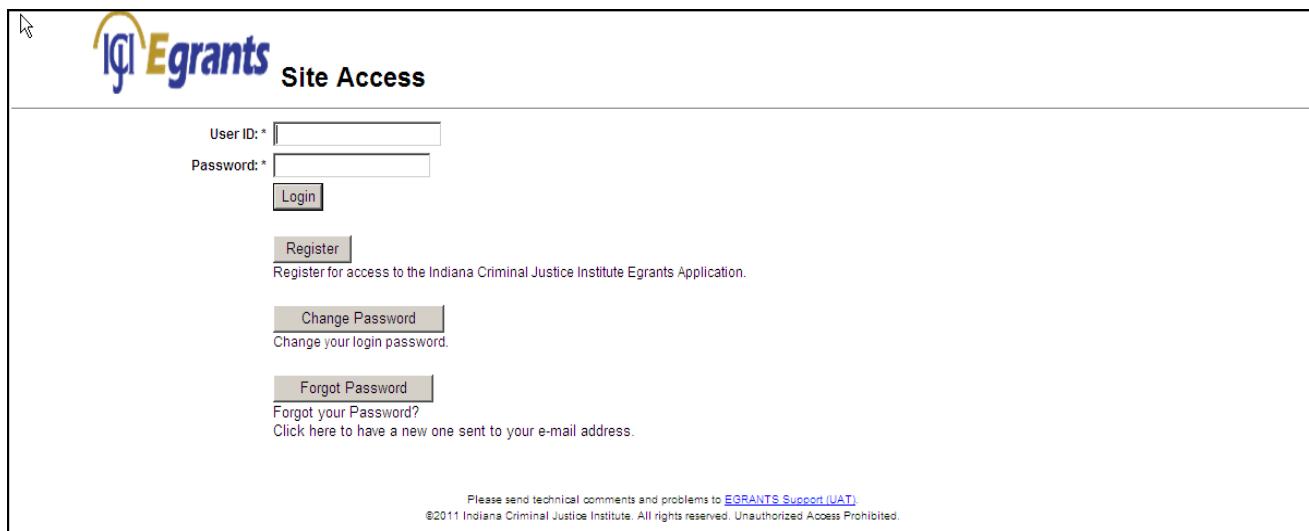
An Application is created in response to an open Funding Announcement and is the way an agency applies for a grant from ICJI.

You will need to register as a user prior to entering an application for the first time. A separate [Online Registration Quick Start Guide](#) is available to assist you with the registration process. Note: The procedure below assumes you are already registered.

1. Go to the ICJI website at <http://www.in.gov/cji>.
2. Click on this link.



3. A screen entitled “Site Access” appears. Enter your “User ID” and “Password” that you selected when you “registered” and click on the “Login” button.



ICI Egrants Site Access

User ID: *

Password: *

Login

Register

Register for access to the Indiana Criminal Justice Institute Egrants Application.

Change Password

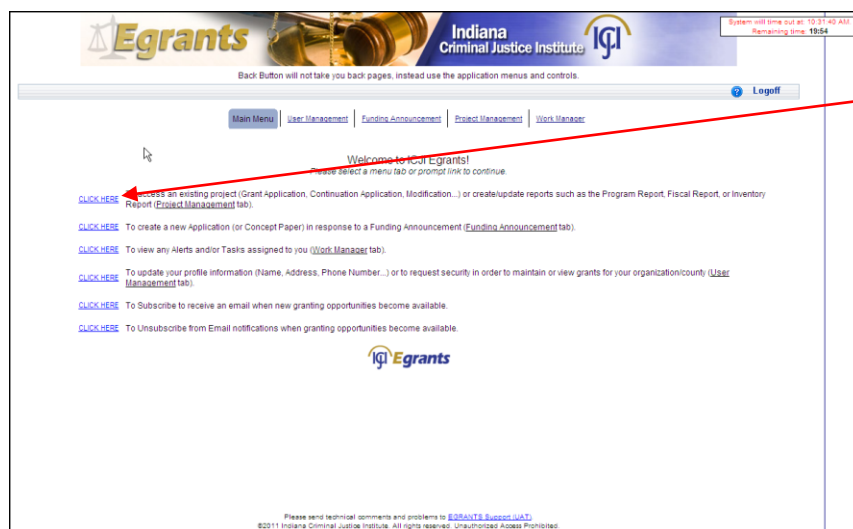
Change your login password.

Forgot Password

Forgot your Password?
Click here to have a new one sent to your e-mail address.

Please send technical comments and problems to [EGRANTS Support \(UAT\)](#).
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4. A “Welcome” screen appears.



ICI Egrants Indiana Criminal Justice Institute

Back Button will not take you back pages. Instead use the application menus and controls.

Logout

Welcome to ICI Egrants!
Please select a menu tab or prompt link to continue.

[CLICK HERE](#) Access an existing project (Grant Application, Continuation Application, Modification...) or create/update reports such as the Program Report, Fiscal Report, or Inventory Report (Project Management tab).

[CLICK HERE](#) To create a new Application (or Concept Paper) in response to a Funding Announcement (Funding Announcement tab).

[CLICK HERE](#) To view any Alerts and/or Tasks assigned to you (Work Manager tab).

[CLICK HERE](#) To update your profile information (Name, Address, Phone Number...) or to request security in order to maintain or view grants for your organization/county (User Management tab).

[CLICK HERE](#) To Subscribe to receive an email when new granting opportunities become available.

[CLICK HERE](#) To Unsubscribe from Email notifications when granting opportunities become available.

ICI Egrants

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If you are accessing an **existing grant project** (application, continuation or modification) or creating or updating reports such as a periodic program report or a quarterly financial report, select and click on the first hyperlink, as instructed.

5. You will be transferred to the “Project Management Search” screen.

Back Button will not take you back pages, instead use the application menus and controls.

Logoff

Main Menu | User Management | Funding Announcement | **Project Management** | Work Manager

SearchProgram Monitoring

PROJECT MANAGEMENT SEARCH

Search Criteria:

Grant ID:

Applicant Agency:

Recipient / Allocation Agency:

Funding Announcement:

Keywords:

Search

Quick Searches

[Applications in Process \(4\)](#)

[Awarded Projects - Active \(0\)](#)

Applications In Process Quick Search results displayed

Grant ID	Applicant Agency	Title	Receipt Date
1010	YWCA of Greater Indianapolis	Grace House	09/28/2011
1009	YWCA of Greater Indianapolis	Rugburns and barked shins	09/28/2011
1008	YWCA of Greater Indianapolis	Victim Services for Immigrants	09/28/2011
1007	YWCA of Greater Indianapolis	Test...	09/28/2011

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The **Project Management Search** screen appears.

Enter the **Grant ID** number and click on **Search**.

Select your **Grant ID** hyperlink at the bottom of the screen to take you to the **Project Summary** screen.

Note: **Quick Searches** links are available in top right corner and can be clicked on to access applications in process as well as awarded projects.

Tip: When clicking on the Search button, Grants appear at the bottom of the page, by default, in descending order based on the Grant ID #. This allows you to see the most current Grants first. You can, however, click on the column headers to change the order of the search results.

6. Project Summary Screen

Back Button will not take you back pages, instead use the application menus and controls.

Logoff

Main Menu | User Management | Funding Announcement | **Project Management** | Work Manager

ProjectMonitoringAuditFiscal DetailsReporting Requirements

Grant ID: 1008
Status: Open - Received

Project Title: Victim Services for Immigrants
Fund Announcement: [Victims of Crime Sandbox FA](#)

PROJECT SUMMARY

[CLICK HERE](#) To enter/update/view a Program, Fiscal, or Inventory Report for this grant ([Monitoring](#) menu item).

[CLICK HERE](#) To view any Audit Information for this grant ([Audit](#) menu item).

[CLICK HERE](#) To view the current financial information for this grant such as payments and funding sources ([Fiscal Details](#) menu item).

[CLICK HERE](#) To view the reporting requirements for this grant such as when fiscal reports are due ([Reporting Requirements](#) menu item).

Select the document link to access the details (i.e. Budget, Main Summary, Contract report...).

Phase	Documents	Start - End Dates	Status
1008 :	Create Project Modification Request (PMR)		
	Application	7/1/2011 - 6/30/2012	Open - Received

[View Issues/Comments](#)

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Note: the area that displays a grid and lists ALL of the phases of an application.

In order to better identify which phase and/or project are current, symbols are used. An “*” appears next to the current phase and a “P” appears next to the current project.

Quick Links in the body of the screen will take you directly to:



- Enter/update/view Fiscal or Program reports.
- Maintain Audit Plan.
- Review financial information.


Note: Phase 1 is the Application; Phase 2 is the continuation, etc.

Also note: A “Project” can be an application, a continuation, or a modification. If a modification is submitted and approved against the application, the modification becomes the current project for the application phase. This is also true if a modification is submitted and approved for a continuation.

Click on the “[Application](#)” hyperlink. You will be redirected to the “[Application Summary](#)” screen.

7. The “Application Summary” screen appears



**Indiana
Criminal Justice Institute**

System will time out at: 03:52:23 PM.
Remaining time: 19:49

Back Button will not take you back pages, instead use the application menus and controls.

[Main Menu](#) | [User Management](#) | [Funding Announcement](#) | [Project Management](#) | [Work Manager](#)

[Project](#)[Application](#)[Monitoring](#)[Audit](#)[Fiscal Details](#)[Reporting Requirements](#)

Grant ID: 1013 Project Title:
Status: Open - Draft Fund Announcement: [2012/2013 VOCA](#)

APPLICATION SUMMARY

Section Name	Status	Point Value	Last Update
Basic Applicant Information	In Process	10	10/18/2011 3:25:07 PM
Approval Checklists	In Process	0	10/18/2011 3:25:07 PM
Grant Agreement	In Process	0	10/18/2011 3:25:07 PM
Budget Detail	In Process	15	10/18/2011 3:25:07 PM
Budget Narrative	In Process	25	10/18/2011 3:25:07 PM
Main Summary Information	In Process	10	10/18/2011 3:25:07 PM
Performance Indicators	In Process	30	10/18/2011 3:25:07 PM
Recipient Agency Budget	In Process	10	10/18/2011 3:25:07 PM

[View Contract](#) | [View Grant Agreement](#) | [Preview Signature Page](#) | [Submit Application](#) | [Withdraw Application](#)

[View Issues/Comments](#)

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8. Select the “Main Summary Information.” (Screen shot on next page.)

Main Summary Information:

1. The “Main Summary” screen appears.

This is similar to page one of the current paper applications.

Egrants Indiana Criminal Justice Institute

Back Button will not take you back pages, instead use the application menus and controls.

Logoff

Grant ID: 1013 Project Title: Fund Announcement: 20102013 VOCA

Section Point Value: 10 Completion Status: In Process Created By: Brother Al Church Created Date: 10/18/2011 3:25:07 PM Last Update By: Brother Al Church Last Update Date: 10/18/2011 3:25:07 PM

SubGrant ID: Applicant Agency: [VOCA of Greater Indianapolis](#) Recipient Agency: FID #: 23-1370514

Project Director: Financial Officer: Primary Contact: Program Staff Contact: [Ms. Sarah Davis](#) Fiscal Contact: [Ms. Kim Snyder](#)

Listing of Signatories Add New Signatory

Application Invitation Date: Continuation Invitation Date: Application Received Date: Application Award Date: Advisory Committee Meeting Date: Application Award Amount: Commission Meeting Date: Notification of Award Date: Start Date: End Date: Signature Paper Received Date: Returned Date: Resubmitted Date:

Short Project Title: Brief Project Description: (maximum 320 characters)

School District: Adams Central Comm. Add School District Senate District: 001 Add Senate District

Keywords: Child Abuse Add Keyword State House District: 001 Add State House District

Save Save And Continue Editing Delete Cancel

Please send technical comments and problems to [EGRANTS.Bugged@icji.org](#)
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Note that the “Applicant Agency” is automatically added when you clicked on the “Submit Response” button.

Review, edit or add the “Short Project Title” and the “Brief Project Description” found toward the bottom of the screen. NOTE: There is a 320-character limit.

Add Recipient:

Note: If you as Applicant are the Recipient Agency, click on the Add Applicant as Recipient Agency button and the system will automatically add your information as Recipient Agency. Otherwise:

1. Click on the “Add Recipient” button. The “Recipient Search” screen appears.
 2. Enter a portion of the recipient’s name in the box marked “Recipient Agency Name.”
 3. Click on the “Search” button. A list of previously entered recipients’ names will appear. Carefully read the entire name to be certain the correct name is selected.
 4. If the recipient was previously entered, select the recipient by clicking on the hyperlink. “Recipient Agency Details” are displayed.
 5. Scroll to the bottom of the screen and click on the “Save” button.
 6. If the appropriate recipient is not found, click on the “Add New Recipient Agency” button at the bottom of the screen. The “Agencies Details” screen appears. Be certain to follow the “Standards for Data Entry.”
 7. Enter “Agency Details.” At a minimum, fields with asterisks must be completed.
 8. Click on “Add New Address,” complete information, and select “Update” button.
 9. Click on “Add Phone Number,” complete information, and select a “Location” that matches the “Location” selected in the “Preferred Contact Method” in “Agency Details” and select “Update” button.
- Note: It is necessary to match the location of the phone number with the preferred contact method if the preferred contact method is set to one of the telephone contacts.**
10. Scroll to the bottom of the page and click on the “Save” button. You will be directed back to the “Main Summary” screen.

Main Summary Screen continued:

By clicking on “Details,” you will be able to check specific information associated with the name you have selected in the dropdown box; such as individual’s address, agency address, email, and phone number to confirm that you are selecting the correct individual.

In addition to the Program Staff Contact and Fiscal Staff Contact, you may view any additional ICJI Contacts that have been set up by clicking on “Additional Contacts.”

The following screen will appear. Click on the individual hyperlinks for detailed information concerning each additional contact.

Egrants Indiana Criminal Justice Institute

Back Button will not take you back pages. Instead use the application menus and controls.

Logoff

Main Menu | User Management | Funding Announcement | Project Management | Work Manager

Project Application | Monitoring | Audit | Fiscal Details | Reporting Requirements

Grant ID: 1013 Project Title: Fund Announcement: 2012/2013 VOCA
Status: Open - Draft

MAIN SUMMARY

Created By: Brother Al Church
Last Update By: Brother Al Church
Created Date: 10/19/2011 3:25:07 PM
Last Update Date: 10/19/2011 3:25:07 PM

Section Point Value: 10
Completion Status: In Process

SubGrant ID: --
Applicant Agency: ICA of Greater Indianapolis
FID #: 23-137091
Recipient Agency:

Project Director: [?] Details Project Director not listed in dropdown?
Financial Officer: [?] Details Financial Officer not listed in dropdown?
Primary Contact: [?] Details Primary Contact not listed in dropdown?

Additional Contacts (0-0)

Program Staff Contact: Ms. Sarah Davis
Fiscal Contact: Ms. Kim Snyder

Listing of Signatories
Add New Signatory

Application Invitation Date:
Application Received Date:
Advisory Committee Meeting Date:
Commission Meeting Date:
Start Date: []
Signature Paper Received Date:
Returned Date:

Continuation Invitation Date:
Application Award Date:
Application Award Amount:
Notification of Award Date:
End Date: []
Resubmitted Date:

Short Project Title: *
Brief Project Description: * (maximum 320 characters)

School District: Adams Central Comm. Add School District
Senate District: 001 Add Senate District

Keywords: Child Abuse Add Keyword

State House District: 001 Add State House District

Save Save And Continue Editing Delete Cancel

Please send technical comments and problems to EGRANTS.Support@ICJI.org
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To select the Project Director, Financial Officer and Primary Contact, click on the dropdown arrow for each field.

Note: The Project Director, Financial Officer, and Primary Contact dropdown lists **only** contain the names of individuals who are *registered users* of the Egrants system and have security access to this grant.

- If the individual you wish to select does not appear in the dropdown list and is not a registered user, the individual must register with Egrants to obtain a user id and password and then obtain appropriate security to the grant.

- If an individual is already a registered user but does not appear in the list, they only need to obtain security access to the grant to appear in the list. They do NOT need to re-register.

Also Note: Egrants requires that the Project Director, Financial Officer and the Primary Contact be at least **two** different individuals. The Project Director can also be the Primary Contact or the Financial Officer can also be the Primary Contact, however, the Project Director and Financial Officer cannot be the same person.

Egrants Indiana Criminal Justice Institute

Back Button will not take you back pages. Instead use the application menus and controls.

Logoff

Main Menu | User Management | Funding Announcement | Project Management | Work Manager

Project Application | Monitoring | Audit | Fiscal Details | Reporting Requirements

Grant ID: 1011 Project Title: Fund Announcement: 2012/2013 VOCA
Status: Open - Draft

ADDITIONAL CONTACTS

Name	Send Notifications for

Save Cancel

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2. Under the title “Listing of Signatories” click on “Add New Signatory.”

Egrants Indiana Criminal Justice Institute

Back Button will not take you back pages, instead use the application menus and controls.

Logoff

Main Menu | User Management | Funding Announcement | Project Management | Work Manager

Project Application | Monitoring Audit | Fiscal Details Reporting Requirements

Grant ID: 1013 Status: Open - Draft Project Title: Fund Announcement: 2012/2013 VOCA

MAIN SUMMARY

Section Point Value: 10 Completion Status: In Process

Created By: Brother Al Church Last Update By: Brother Al Church Created Date: 10/18/2011 3:25:07 PM Last Update Date: 10/18/2011 3:25:07 PM

SubGrant ID: -- Applicant Agency: VOCA of Greater Indianapolis FID #: 23-1370514 Recipient Agency:

Project Director: Brother Al Church Details Project Director not listed in dropdown? Financial Officer: Miss Ann Helper Details Financial Officer not listed in dropdown? Primary Contact: Ms. Judy Jones Details Primary Contact not listed in dropdown?

Additional Contacts (0-500)

Program Staff Contact: Ms. Sarah Davis Fiscal Contact: Ms. Ann Snyder

Listing of Signatories

Add New Signatory

Name Title

Application Invitation Date: Continuation Invitation Date: Application Received Date: Application Award Date: Advisory Committee Meeting Date: Application Award Amount: Commission Meeting Date: Notification of Award Date: Start Date: End Date: Signature Paper Received Date: Resubmitted Date: Returned Date:

Short Project Title: * Brief Project Description: * (maximum 320 characters)

School District: Adams Central Comm. Add School District

Senate District: 001 Add Senate District

Keywords: Child Abuse Add Keyword

State House District: 001 Add State House District

Save Save And Continue Editing Delete Cancel

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You will be transferred to the “Signatory Search” screen.

Enter the “Search Criteria” for the person you want to add and click on the “Search” button.

A list of names will appear at the bottom of the screen.

Select the hyperlink for the name of the person you want to add as signatory.

Note: More than one name may be added. (Example – you may list three County Commissioner Names.)

Egrants Indiana Criminal Justice Institute

Back Button will not take you back pages, instead use the application menus and controls.

Logoff

Main Menu | User Management | Funding Announcement | Project Management | Work Manager

Project Application | Monitoring Audit | Fiscal Details Reporting Requirements

Grant ID: 1013 Status: Open - Draft Project Title: Grant test Fund Announcement: 2012/2013 VOCA

SIGNATORY SEARCH

Search Criteria

Last Name: % First Name: City: County: [All] Zip Code:

Search Add New Signatory

Last Name	First Name	Address	City	County	Zip
Church	Al	111 main street	Indianapolis	Marion	46230-3362
Davis	Sarah	101 West Washington Street	Indianapolis	Marion	46204
Heller	Terris	101 W. Washington Street	Indianapolis	Marion	46204
Heller	Ann	110 Market Street	Indianapolis	Marion	46204-5562
Jones	Mary	123 E. Main St	Indianapolis	Marion	46204
Jones	Judy	110 Market Street	Indianapolis	Marion	46204-3362
Rice	Daniel	322 Test St.	Philadarnsburg		23112
Smith	Sam	110 Market Street	Indianapolis	Marion	46204-6622
User	Joe	123 E State St	Indianapolis	Marion	46204

Cancel

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Individuals Details Screen:

Back Button will not take you back pages, instead use the application menus and controls.

Logoff

Main Menu | User Management | Funding Announcement | Project Management | Work Manager

Project Application | Monitoring | Audit | Fiscal Details | Reporting Requirements

INDIVIDUALS DETAILS

View History | Save | Delete | Cancel

Courtesy Title: Miss
First Name: Ann
Middle Initial Name:
Last Name & Suffix: Helper
Title:
Preferred Contact Method: Cell
Email Address: ahelper@mail.com
Default Address: Personal

Last Update By: Sir Barry Reber
Last Update Date: 8/24/2011 8:31:54 AM
Status: Active

User Login ID: ahelper
Terms of Use Policy Support Date:

Add New Address

Address Listing *

Select | Delete

Select	Delete	Envelopes/Labels	YWCA of Greater Indianapolis, 110 Market Street, Indianapolis, Marion, Indiana, 46204-5552, UNITED STATES

Agency Address Listing

Add Phone Number

Telephone Number Listing*

Select	Delete	Location	Phone Number	Extension	Agency Name	Remarks
		Work	317-555-1212			

View History | Save | Delete | Cancel

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Signatory Search continued:

You will be transferred to the “**Individuals Details**” screen. Confirm this is the correct person and click on the “**Save**” button.

You will be transferred to the “**Main Summary**” screen. The person you selected will now be listed in a grid as a signatory.

Back Button will not take you back pages, instead use the application menus and controls.

Logoff

Main Menu | User Management | Funding Announcement | Project Management | Work Manager

Project Application | Monitoring | Audit | Fiscal Details | Reporting Requirements

Grant ID: 1013
Status: Open - Draft
Project Title: Grant test
Fund Announcement: 2012/2013 VOCA

MAIN SUMMARY

Section Point Value: 10
Completion Status: In Process

Created By: Brother Al Church
Last Update By: Brother Al Church
Created Date: 10/18/2011 3:25:07 PM
Last Update Date: 10/19/2011 7:47:41 AM

SubGrant ID: --
Applicant Agency: YWCA of Greater Indianapolis
FID #: 23-1370514
Recipient Agency:

Change Applicant
Add Recipient
Add Applicant as Recipient Agency

Project Director: Brother Al Church
Financial Officer: Miss Ann Helper
Primary Contact: Ms. Judy Jones

Project Director not listed in dropdown?
Financial Officer not listed in dropdown?
Primary Contact not listed in dropdown?

Additional Contacts (0-ICJI)

Program Staff Contact: Ms. Sarah Davis
Fiscal Contact: Ms. Kim Snyder

Listing of Signatories

Add New Signatory

Name	Title
Ms. Sarah Davis	Victims Services Program Manager

Signatories are the people who have the authority to sign the paper application for submission to ICJI.

Note: The signature page is still submitted in hardcopy to ICJI.

Main Summary Screen continued:

Egrants Indiana Criminal Justice Institute **IJI**

System will time out at: 08:07:41 AM
Remaining time: 15:47

Back Button will not take you back pages. Instead use the application menus and controls.

[Logoff](#)

[Main Menu](#) [User Management](#) [Funding Announcement](#) [Project Management](#) [Work Manager](#)

[Project Application](#) [Monitoring](#) [Audit](#) [Fiscal Details](#) [Reporting Requirements](#)

Grant ID: 1013 Project Title: Grant test
Status: Open - Draft Fund Announcement: 2012/2013 VOCA

MAIN SUMMARY

Section Point Value: 10
Completion Status:

Created By: Brother Al Church
Last Update By: Brother Al Church

Created Date: 10/18/2011 3:25:07 PM
Last Update Date: 10/19/2011 7:47:41 AM

SubGrant ID: --
Applicant Agency: [VOC of Greater Indianapolis](#)

FID #: 23-370514
Recipient Agency:

Project Director: Details Project Director not listed in dropdown?
Financial Officer: Details Financial Officer not listed in dropdown?
Primary Contact: Details Primary Contact not listed in dropdown?
[Additional Contacts \(0-50\)](#)

Program Staff Contact: [Ms. Sarah Davis](#)
Fiscal Contact: [Ms. Kim Snyder](#)

Listing of Signatories
[Add New Signatory](#)

Name	Title
Ms. Sarah Davis	Victims Services Program Manager

Application Invitation Date: Continuation Invitation Date:
Application Received Date: Application Award Date:
Advisory Committee Meeting Date: Application Award Amount:
Commission Meeting Date: Notification of Award Date:
Start Date: End Date:
Signature Paper Received Date: Resubmitted Date:
Returned Date:

Short Project Title: Grant test
Brief Project Description: Sample Test
(maximum 320 characters)

School District: [Add School District](#)

School District	Action
<input type="text" value="Child Abuse"/>	Add Keyword
Keyword	Action

Senate District: [Add Senate District](#)

Senate District	Action
<input type="text" value="001"/>	Add State House District
State House District	Action

[Save](#) [Save And Continue Editing](#) [Delete](#) [Cancel](#)

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Add Recipient Agency or Add Applicant as Recipient Agency

Enter the "Start Date" and "EndDate". This is the beginning of the project period and when the funding ends

Scroll toward the bottom of the screen. Select the "School District" associated with the application, if applicable and click on "Add School District." Additional school districts can be added, if appropriate, by following the same process.

If instructed in the funding announcement, enter "Keywords" to enhance future search capabilities. Please leave blank if no instructions are given in the funding announcement.

Please enter the "Senate District" associated with the application.

Please enter the "House District" associated with the application.

Scroll to the top of the screen and change the "Completion Status" of this section to "Complete."

Click on the "Save" button. You will return to the "Application Summary" page. The balance of the sections is now enabled.

For help in identifying the Senate and House District, go to <http://www.in.gov/legislative/index.htm>. At the left side of the screen under Legislators, there is option to select either House of Representative or Senate. Once there, you can select to view the selected listing by district.

The screenshot displays the official website of the Indiana General Assembly. The header features the state seal and the text "Indiana General Assembly". A search bar is located in the top right corner. Below the header, a navigation bar includes links for "Contact the General Assembly", "Location & Maps", "Find Your Legislator", and "Find an Agency".

The main content area is divided into several sections:

- Left Sidebar:** A vertical menu with links such as "Indiana General Assembly Home", "About Us", "FAQs", "Legislators", "House of Representatives", "Senate", "Who's Your Legislator", "Legislation by Legislator", "Contact your Legislator", "Session Information", "Standing Committees", "Bills & Resolutions", "Floor Calendars", "Rules", "Journals", "Bill Drafting Manual", "Deadlines", "Interim Study Committees", "Study Committees", "Calendar", "Publications and Documents", "Handbooks", "Property Tax Studies", "Fiscal Reports", "Evaluation Reports", "Other Reports", "Reports from Agencies", "Laws", "Constitution & Statutes", "Recodification and Session Law Table", "Administrative Code and Register", "Administrative Code", "Indiana Register", "Administrative Rules Drafting Manual", "Archives", "Interim", and "Session".
- Main Content Area:**
 - The Indiana General Assembly:** A central banner featuring images of the Senate and House chambers. Below the images are buttons for "Senate" and "House", each with sub-buttons for "Democrats" and "Republicans".
 - Welcome:** A text block stating: "Welcome to the Indiana General Assembly website. As one of three co-equal branches of state government, the General Assembly is responsible for enacting the laws by which the State of Indiana is governed. The intent behind this website is to afford you the opportunity to better understand the operation of the General Assembly and its impact on your life and well being."
 - What's New:** A list of recent updates, including "New Interim Study Committees", "Rules Governing Study Committees", "LEOPS Assignment", "2011 Digest of Enactments", "2011 Roster Interim Study Committees and Statutory Commissions and Committees", and "County Property Tax Changes (2010 - 2011)".
 - Find Your Bill:** A section with a "Go To Bill:" input field and a "Go" button, and a "Keyword Search:" section with a "Google Custom Search" input field and a "Search" button.
- Right Sidebar:**
 - Watch Indiana General Assembly LIVE:** A section with the text "The House and Senate have adjourned Sine Die."
 - THE DAILY SCHEDULE:** A section titled "Interim Schedule" showing two time slots: "10:00 a.m., Room 233" for the "Census Data Advisory Committee" and "1:00 p.m., Room 431" for the "Criminal Law and Sentencing Policy Study Committee". A "View Full Calendar" link is provided.
 - View Indiana Code:** A section explaining the organization of the Indiana Code by Title, Article, Chapter, and Section, with a "Keyword Search" input field and a "Go" button.

Application Summary Screen:



**Indiana
Criminal Justice Institute** 

System will time out at: 09:09:42 AM.
Remaining time: 15:47

Back Button will not take you back pages, instead use the application menus and controls.

[? Logoff](#)

[Main Menu](#) | [User Management](#) | [Funding Announcement](#) | [Project Management](#) | [Work Manager](#)

[Project Application Monitoring Audit](#) | [Fiscal Details](#) | [Reporting Requirements](#)

Grant ID: 1013
 Status: Open - Draft

Project Title: Grant test
 Fund Announcement: [2012/2013 VOCA](#)

APPLICATION SUMMARY

Section Name	Status	Point Value	Last Update
Basic Applicant Information	In Process	10	10/18/2011 3:25:07 PM
Approval Checklists	In Process	0	10/18/2011 3:25:07 PM
Grant Agreement	In Process	0	10/18/2011 3:25:07 PM
Budget Detail	In Process	15	10/19/2011 7:57:06 AM
Budget Narrative	In Process	25	10/18/2011 3:25:07 PM
Main Summary Information	In Process	10	10/19/2011 7:57:41 AM
Performance Indicators	In Process	30	10/18/2011 3:25:07 PM
Recipient Agency Budget	In Process	10	10/18/2011 3:25:07 PM

[View Contract](#) | [View Grant Agreement](#) | [Preview Signature Page](#) | [Submit Application](#) | [Withdraw Application](#)
[View Issues/Comments](#)

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[HttpRuntime.UnloadAppDomain\(\)](#)

⌵ Hide Current User Information
⌵ Hide Database Information

Current User Information

Name: Brother Al Church

Database Server Information

Database: ICJI_Egrants

System Debug Information Display

Note: Additional sections are enabled based on the Funding Announcement attached to your grant application. Select each hyperlink, complete the requested information, and change the status to “Complete” and click on the “Save” button, which takes you back to the “Application Summary” screen .

Below are examples of the various sections:

1. Basic Applicant Information – After clicking on the “Basic Applicant Information” hyperlink on the Application Summary screen, you are taken to the “Basic Applicant Information” screen. Once completed, select the “Save” button to save your inputs. (Note: Icon indicates required response).

The screenshot shows the 'Basic Applicant Information' screen in the Egrants system. At the top, there is a header with the 'Egrants' logo, a gavel icon, and the 'Indiana Criminal Justice Institute' logo. A system timeout message in the top right corner states: 'System will time out at: 09:17:09 AM. Remaining time: 19:25'. Below the header, a navigation bar includes links for 'Main Menu', 'User Management', 'Funding Announcement', 'Project Management', and 'Work Manager'. A secondary navigation bar lists 'Project Application', 'Monitoring', 'Audit', 'Fiscal Details', and 'Reporting Requirements'. The main content area displays project details: 'Grant ID: 1013', 'Status: Open - Draft', 'Project Title: Grant test', and 'Fund Announcement: 2012/2013 VOCA'. Below this, the 'BASIC APPLICANT INFORMATION' section includes 'Section Point Value: 10', 'Completion Status: In Process', 'Created By: Brother Al Church', 'Last Update By: Brother Al Church', 'Created Date: 10/18/2011 3:25:07 PM', and 'Last Update Date: 10/18/2011 3:25:07 PM'. The form contains three numbered sections: 1. Agency/organization type selection with radio buttons for Non Profit, State, County, Town, and City. 2. VOCA grant funds purpose areas with checkboxes for various services. 3. A text area for community impact. Red arrows point to key icons indicating required fields: one on the 'State' radio button, one on the 'VOCA grant funds must be used to address specific purpose areas' text, and one on the 'How does the program you are requesting funding for impact your community?' text area. At the bottom, there is an 'Attachment Name' table with columns for Description, Date, and History, followed by a 'File Attachment Documents' section and buttons for 'View History', 'Add Attachment', 'Save', 'Save And Continue Editing', and 'Return to Project Summary'. A footer note asks users to send technical comments to 'EGRANTS Support (UAT)' and includes a copyright notice for 2011 Indiana Criminal Justice Institute.

Back Button will not take you back pages, instead use the application menus and controls.

Logoff

Main Menu | User Management | Funding Announcement | Project Management | Work Manager

Project Application | Monitoring | Audit | Fiscal Details | Reporting Requirements

Grant ID: 1013
Status: Open - Draft

Project Title: Grant test
Fund Announcement: 2012/2013 VOCA

BASIC APPLICANT INFORMATION

Section Point Value: 10
Completion Status: In Process

Created By: Brother Al Church
Last Update By: Brother Al Church

Created Date: 10/18/2011 3:25:07 PM
Last Update Date: 10/18/2011 3:25:07 PM

1. Please select your type of agency/organization.

☐ Non Profit ☐ State ☐ County ☐ Town ☐ City

2. VOCA grant funds must be used to address specific purpose areas. These purpose areas are listed below in no particular order. Please review the information and mark the box(es) next to the purpose area(s) that more appropriately matches the program for which you are requesting funding.

☐ Help victims learn about, apply for, and/or obtain crime compensation benefits.
☐ Provide services that give victims of crime a measure of safety and security, i.e. boarding-up broken windows and replacing or repairing locks, etc.
☐ Provide services that assist victims to understand and participate in the criminal justice system.
☐ Provide services that assist primary and secondary victims of crime to stabilize their lives after victimization.
☐ Provide services that respond to the emotional and physical needs to crime victims.

3. How does the program you are requesting funding for impact your community?

Attachment Name	Description	Date	History
File Attachment Documents			

View History | Add Attachment | Save | Save And Continue Editing | Return to Project Summary

Please send technical comments and problems to [EGRANTS Support \(UAT\)](#).
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2. Budget Narrative - After clicking on the “Budget Narrative” hyperlink on the Application Summary screen, you are taken to the “Budget Narrative” screen. Read the information. Respond appropriately and click on the “Save” button to save the changes. (Note: Icon indicates required response).

Egrants Indiana Criminal Justice Institute **ICJI**

System will time out at: 11:41:27 AM
Remaining time: 18:43

Back Button will not take you back pages. Instead use the application menus and controls.

Logoff

[Main Menu](#) | [User Management](#) | [Funding Announcement](#) | [Project Management](#) | [Work Manager](#)

[Project Application](#) | [Monitoring/Audit](#) | [Fiscal Details](#) | [Reporting Requirements](#)

Grant ID: 1013 Project Title: Grant Test
Status: Open - Draft Fund Announcement: 20122012/VCA

BUDGET NARRATIVE

Section Point Value: 25 Created By: Brother Al Church Created Date: 10/18/2011 3:25:07 PM
Completion Status: Last Update By: Brother Al Church Last Update Date: 10/18/2011 3:25:07 PM

This section of the application should present an accurate budget narrative and clearly indicate the relationship between the budgeted costs and the proposed project activities/operation. If necessary, provide additional detail to support the calculations in the budget detail section.

All procurement transactions shall be conducted in a manner so as to provide maximum open and free competition. Competitive bidding procedures must be used if the projected cost for products or services (items of a similar nature) exceeds \$10,000. Procurement standards for use by grant recipients are described in ICJI's Applicant's Manual on page 16.

Sole Source purchases or contracts are discouraged, but if such a request is made, the prospective applicant must identify the request as a Sole Source and provide a substantial justification for the Sole Source request along with their funding request. (See ICJI's Applicant's Manual, page 18, for Sole Source Procurement Justification Approval Criteria.)

1. Response:

Please send technical comments and problems to [EGRANTS Support \(UAT\)](#).
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3. Performance Indicators - After clicking on the “Performance Indicators” hyperlink on the Application Summary screen, you are taken to the “Performance Indicators” screen. Read the information and complete the requested information. Note: Icon indicates required response).

Egrants Indiana Criminal Justice Institute **ICJI**

System will time out at: 01:53:38 PM. Remaining time: 19:50

Back Button will not take you back pages, instead use the application menus and controls.

Logoff

[Main Menu](#) | [User Management](#) | [Funding Announcement](#) | [Project Management](#) | [Work Manager](#)

[Project Application Monitoring Audit Fiscal Details Reporting Requirements](#)

Grant ID: 1013 Project Title: Grant test
Status: Open - Draft Fund Announcement: [2012/2013 VOCA](#)

PERFORMANCE INDICATORS


Section Point Value: 30
Completion Status:


Created By: Brother Al Church
Last Update By: Brother Al Church

Created Date: 10/18/2011 3:25:07 PM
Last Update Date: 10/18/2011 3:25:07 PM


Project Phase Target


1. Established by ICJI

1.1. Number Of Victims Advocates Trained 

1.2. Percent of Community Based Victim Advocates 


2. Established by Subgrantee






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4. Recipient Agency Budget – After clicking on the “Recipient Agency Budget” hyperlink on the Application Summary screen, you are taken to the “Recipient Agency Budget” screen where you will enter your total budget from all funding sources for the current fiscal year.



Egrants



**Indiana
Criminal Justice Institute**



System will time out at: 02:08:42 PM
 Remaining time: 18:54

Back Button will not take you back pages, instead use the application menus and controls.

[? Logoff](#)

[Main Menu](#)
[User Management](#)
[Funding Announcement](#)
[Project Management](#)
[Work Manager](#)

[Project Application Monitoring Audit Fiscal Details Reporting Requirements](#)

Grant ID: 1013
 Status: Open - Draft

Project Title: Grant test
 Fund Announcement: [2012/2013 VOCA](#)

RECIPIENT AGENCY BUDGET FOR CURRENT FISCAL YEAR

Section Point Value: 10

Completion Status: In Process

Created By: Brother Al Church

Last Update By: Brother Al Church

Created Date: 10/18/2011 3:25:07 PM

Last Update Date: 10/18/2011 3:25:07 PM

Agency: YWCA of Greater Indianapolis

Agency Year: 2011

Revenue	Total Amount
Federal Funds	0.00
State Funds	0.00
Local Funds	0.00
List Other Funds	
Total: Σ 0.00	

Expenditures	Total Amount
General Fund	0.00
Capital Budget	0.00
Community Development	0.00
Other	0.00
Total: Σ 0.00	

1) Are any of these fund sources to be used in the implementation of this project? No

2) If so, name the source and the intended use. If not, identify the source of the matching contributions.

3) Are you presently receiving or have you applied or do you intend to apply for funds from any other source with which to finance this project? No

4) If so, describe the source and state the amount.

5) Do you intend to apply for continuation funding for this project? No

Save
Save And Continue Editing
Return to Project Summary

Please send technical comments and problems to [EGRANTS.Support@ICI](#)

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5. Grant Agreement – After clicking on the “Grant Agreement” hyperlink on the Application Summary screen, you are taken to the “Grant Agreement” screen. Read the information and fill the appropriate boxes.



**Indiana
Criminal Justice Institute**

System will time out at: 02:10:14 PM
Remaining time: 19:54

Back Button will not take you back pages. Instead use the application menus and controls.

Logoff

[Main Menu](#) | [User Management](#) | [Funding Announcement](#) | [Project Management](#) | [Work Manager](#)
[Project](#)[Application](#)[Monitoring](#)[Audit](#)[Fiscal Details](#)[Reporting Requirements](#)

Grant ID: 1013 Project Title: Grant test
Status: Open - Draft Fund Announcement: [2012/2013 VOCA](#)

GRANT AGREEMENT

Section Point Value: 0
Completion Status:

Created By: Brother Al Church Created Date: 10/18/2011 3:25:07 PM
Last Update By: Brother Al Church Last Update Date: 10/18/2011 3:25:07 PM

GRANT AGREEMENT

The Indiana Criminal Justice Institute (CJI) serves as Indiana's State Adminstrating Agency (SAA) for various state and federal grants. The purpose of this Grant Agreement is to enable the State to award a grant of _____ Dollars and _____ Cents (\$XXX,XXX.XX) to the Grantee for eligible costs of the project (the "Project") or services as described in Exhibits A, B and C of this Grant Agreement. This grant is made from funds from the _____ and administered by the State pursuant to IC 5-2-6-3. The funds shall be used exclusively in accordance with the provisions contained in this Grant Agreement and applicable federal and state laws, rules and regulations.

2. Term.

This Grant Agreement shall be effective for a period of _____. It shall commence on _____ and shall remain in effect through _____.

3. Design and Implementation of Project.

The Grantee shall be solely responsible for the proper design and implementation of the Project as described in the Project Narratives set forth in Exhibit A. The Grantee agrees to complete the Project in accordance with the plans and specifications contained in its application which has been approved by the Board of Trustees of the Indiana Criminal Justice Institute, is on file with the State and is incorporated by reference. Modification of the Project shall require prior written approval of the State. The Grantee shall abide by the budget to the Project as set forth in Exhibit B. The Grantee shall implement the Project according to the Needs Assessment provided in Exhibit C.

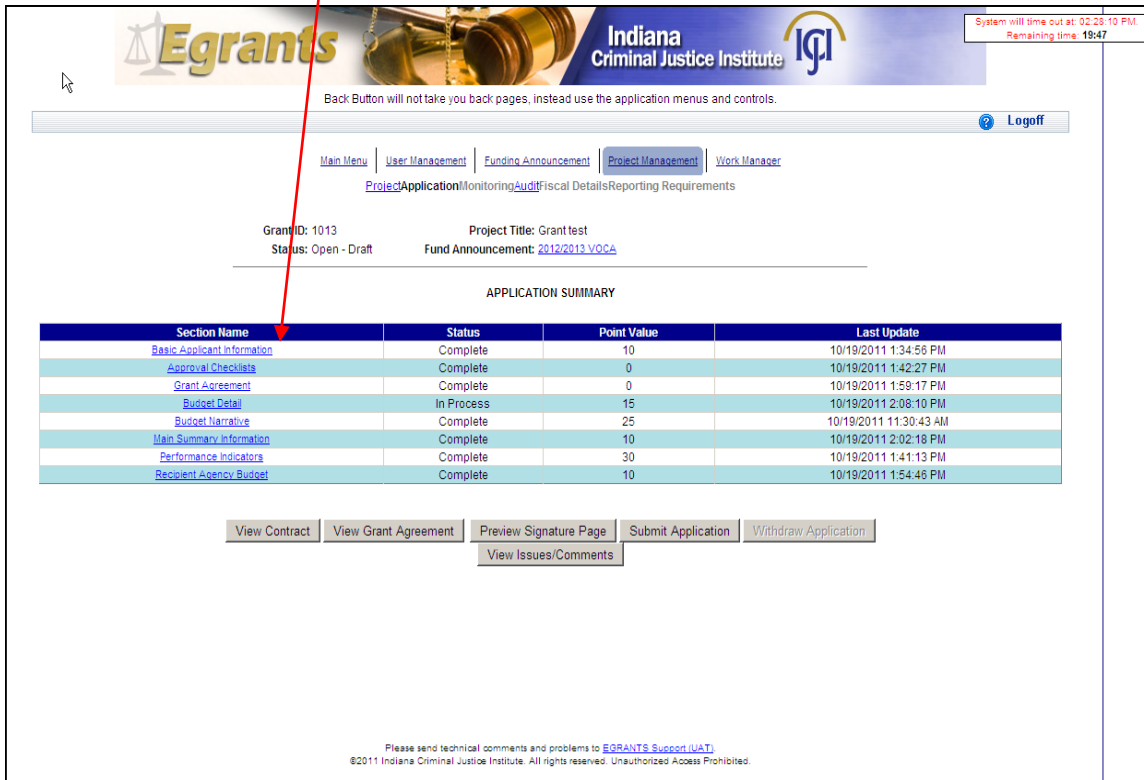
4. Monitoring Reviews by the State.

The Grantee agrees to meet with State staff, if requested, at the beginning of the grant period and as needed throughout the grant. The Grantee further agrees to have a representative attend any federal or state sponsored training that the State schedules during the grant period.

The Grantee agrees to abide by all the regulations related to federally funded initiatives. The Grantee shall during the conduct of this program adhere to such federal and Criminal Justice Institute (CJI) rules and regulations as apply to fiscal management and periodic reporting; grantee is aware that any failure to timely submit quarterly reports may result in a cessation of funding until documents are received by CJI. The Grantee further agrees to submit any statistical information required by the State.

Budget Setup:

1. Select “[Budget Detail](#)” hyperlink.



Egrants Indiana Criminal Justice Institute **ICJI**

System will time out at: 02:28:10 PM
Remaining time: 19:47

Back Button will not take you back pages, instead use the application menus and controls.

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[Project Application](#) | [Monitoring](#) | [Audit](#) | [Fiscal Details](#) | [Reporting Requirements](#)

Grant ID: 1013 Project Title: Grant test
Status: Open - Draft Fund Announcement: [2012/2013 VOCA](#)

APPLICATION SUMMARY

Section Name	Status	Point Value	Last Update
Basic Applicant Information	Complete	10	10/19/2011 1:34:56 PM
Approval Checklists	Complete	0	10/19/2011 1:42:27 PM
Grant Agreement	Complete	0	10/19/2011 1:59:17 PM
Budget Detail	In Process	15	10/19/2011 2:08:10 PM
Budget Narrative	Complete	25	10/19/2011 11:30:43 AM
Main Summary Information	Complete	10	10/19/2011 2:02:16 PM
Performance Indicators	Complete	30	10/19/2011 1:41:13 PM
Recipient Agency Budget	Complete	10	10/19/2011 1:54:46 PM

[View Contract](#) | [View Grant Agreement](#) | [Preview Signature Page](#) | [Submit Application](#) | [Withdraw Application](#)

[View Issues/Comments](#)

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2. You will be transferred to the “Budget Summary” screen. The screen is divided into three sections. (See screenshot on the following page.)

“Recipient Agency” lists all agencies associated with the grant. Any pass-through agencies and departments within the applicant agency will be displayed as hyperlinks. Click on the hyperlinks to enter line item budget information for them.

The applicant agency will not display as a hyperlink.

The applicant agency budget is entered in the second section called “By Category.”

Note: You can no longer enter cents into the Egrants system. Budget Entries are rounded at the Line Item level. Only whole dollars are displayed.

System will time out at: 02:37:25 PM
Remaining time: 15:06

Back Button will not take you back pages. Instead use the application menus and controls.

Logoff

Main Menu | User Management | Funding Announcement | Project Management | Work Manager

Project Application | Monitoring | Budget | Fiscal Details | Reporting Requirements

Grant ID: 1013 | Project Title: Grant test
Status: Open - Draft | Fund Announcement: 20122013.VOCA

BUDGET SUMMARY

Section Point Value: 15 | Completion Status: In Process | Created By: Brother Al Church | Created Date: 10/18/2011 3:25:07 PM
Last Update By: Brother Al Church | Last Update Date: 10/19/2011 2:08:10 PM

BY RECIPIENT AGENCY	YEAR1	TOTAL
YWCA of Greater Indianapolis	525,000.00	525,000.00
Total Σ	525,000.00	525,000.00

BY CATEGORY	YEAR1	TOTAL
Personnel	500,000.00	500,000.00
Employee Benefits	25,000.00	25,000.00
Travel (Including Training)	0.00	0.00
Equipment	0.00	0.00
Supplies & Operating Expenses	0.00	0.00
Consultants	0.00	0.00
Construction	0.00	0.00
Other	0.00	0.00
Total	525,000.00	525,000.00

BY SOURCE	YEAR1	TOTAL
Federal	500,000.00	500,000.00
State	0.00	0.00
Project Income	0.00	0.00
Interest	0.00	0.00
State Match	0.00	0.00
Cash Match (New Approp.)	25,000.00	25,000.00
In-Kind Match	0.00	0.00
Project Income Match	0.00	0.00
Total Σ	525,000.00	525,000.00

Budget Setup | Save | Save And Continue Editing | Cancel

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- a. For each line item, click on the hyperlink and you will be transferred to a screen for that line item.

System will time out at: 02:45:43 PM
Remaining time: 18:49

Back Button will not take you back pages. Instead use the application menus and controls.

Logoff

Main Menu | User Management | Funding Announcement | Project Management | Work Manager

Project Application | Monitoring | Budget | Fiscal Details | Reporting Requirements

Grant ID: 1013 | Project Title: Grant test
Status: Open - Draft | Fund Announcement: 20122013.VOCA

PERSONNEL

Add New Line

Position	Name	Year1	Total
Test	Test	500,000.00	500,000.00
Total		500,000.00	500,000.00

Cancel

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- b. Click on the “Add New line” button.

- c. You will be transferred to a screen where you will enter the “Computation” for the line item, as well as the total “Cost” of the computation. Example of a computation would be: 40 hours x \$10. Example of total cost would be: \$400.

Note: in most instances you will need to compute the total cost and insert it.

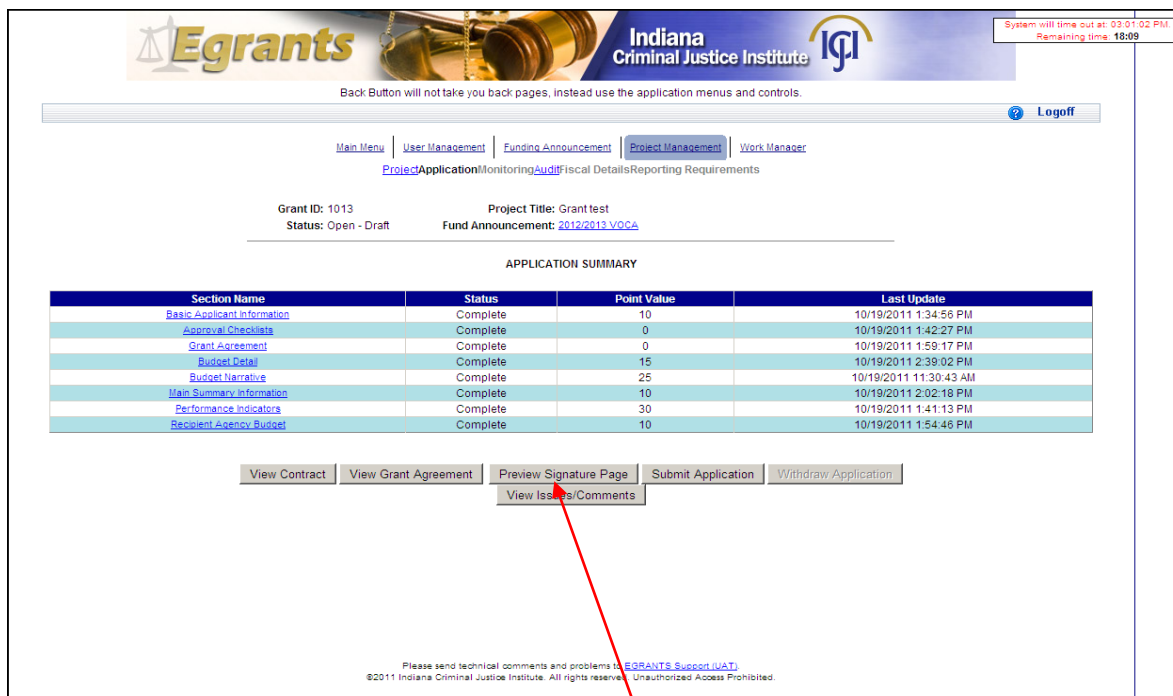
Note: a minimum of \$5000 of equipment can be entered; otherwise, it should be recorded as supplies.

- d. Click on the “Save” button or the “Save and Add Another.”
- e. Enter the applicant agency budget information by clicking on the hyperlinks in the “By Category” section of the screen. As noted above, the pass through budget information will aggregate in the consultant line in this section.

Note: All three categories must total to the same amount.

- f. In the final section called “By Source,” enter the various sources that you will utilize to support the project identified in the grant application.
- g. Change the “Completion Status” of this section to “Complete.”
- h. Click on “Save” button at bottom of the screen to go back to the “Application Summary” screen to select additional sections to complete.

Note: When you have completed all the sections and have marked the status of each complete, you can select the “Submit Application” button at the bottom of the “Application Summary” screen.



Egrants Indiana Criminal Justice Institute **ICJI**

System will time out at: 03:51:02 PM. Remaining time: 18:09

Back Button will not take you back pages, instead use the application menus and controls.

[Main Menu](#) | [User Management](#) | [Funding Announcement](#) | [Project Management](#) | [Work Manager](#)

[Project Application](#) | [Monitoring Budget](#) | [Fiscal Details](#) | [Reporting Requirements](#)

Grant ID: 1013 Project Title: Grant test
Status: Open - Draft Fund Announcement: 2012/2013 VOCA

APPLICATION SUMMARY

Section Name	Status	Point Value	Last Update
Basic Applicant Information	Complete	10	10/19/2011 1:34:56 PM
Approval Checklist	Complete	0	10/19/2011 1:42:27 PM
Grant Agreement	Complete	0	10/19/2011 1:59:17 PM
Budget Detail	Complete	15	10/19/2011 2:39:02 PM
Budget Narrative	Complete	25	10/19/2011 11:30:43 AM
Main Summary Information	Complete	10	10/19/2011 2:02:16 PM
Performance Indicators	Complete	30	10/19/2011 1:41:13 PM
Recipient Agency Budget	Complete	10	10/19/2011 1:54:46 PM

[View Contract](#) [View Grant Agreement](#) [Preview Signature Page](#) [Submit Application](#) [Withdraw Application](#)

[View Issues/Comments](#)

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Once you have submitted the application you cannot make changes to it unless it is sent back to you by ICJI for correction.

Your agency is still required to submit a hardcopy of the signatory page to ICJI. On the Application Summary screen, click on the “Preview Signature Page” button and you will be transferred to a PDF document that you can print out, obtain the required signatures, and send to ICJI.

Note: the Grant ID number and the title of your project will be noted at the top of the Signature page.

<p style="text-align: center;">I</p> <p>SUBGRANT# 1013 Short Title: Grant test</p> <p>10. IN WITNESS WHEREOF, the Applicant has caused this subgrant application to be executed, attested, and sealed by its proper officials, pursuant to legal action authorizing the same to be done. Through the submission of this subgrant application, an Applicant receiving ICJI funding support under the Drug Control and System Improvement (DCSI), Juvenile Justice and Delinquency Prevention (JJDP) or Title V program acknowledges the responsibility to assume project costs after ICJI funding support ceases.</p> <table border="0" style="width: 100%;"><tr><td style="width: 50%; text-align: center;">_____ DATE</td><td style="width: 50%; text-align: center;">_____ YWCA of Greater Indianapolis NAME OF APPLICANT AGENCY</td></tr><tr><td style="text-align: center;">_____ SIGNATURE OF ATTESTING OFFICER</td><td>By: _____</td></tr><tr><td style="text-align: center;">_____ TITLE OF ATTESTING OFFICER</td><td>Title: _____</td></tr><tr><td></td><td>By: _____</td></tr><tr><td></td><td>Title: _____</td></tr><tr><td></td><td>By: _____</td></tr><tr><td></td><td>Title: _____</td></tr></table> <p>(SEAL)</p> <p>APPROVED AS TO FORM AND LEGALITY: _____</p> <p style="text-align: center;">_____ SOLICITOR</p> <p>APPROVED: _____</p> <p style="text-align: center;">_____ CONTROLLER</p>	_____ DATE	_____ YWCA of Greater Indianapolis NAME OF APPLICANT AGENCY	_____ SIGNATURE OF ATTESTING OFFICER	By: _____	_____ TITLE OF ATTESTING OFFICER	Title: _____		By: _____		Title: _____		By: _____		Title: _____	<p>NOTE: The original copy must be signed in ink. Titles of all signatories must be inserted.</p> <p style="text-align: center;">_____ DISTRICT ATTORNEY (VS applications only)</p>
_____ DATE	_____ YWCA of Greater Indianapolis NAME OF APPLICANT AGENCY														
_____ SIGNATURE OF ATTESTING OFFICER	By: _____														
_____ TITLE OF ATTESTING OFFICER	Title: _____														
	By: _____														
	Title: _____														
	By: _____														
	Title: _____														

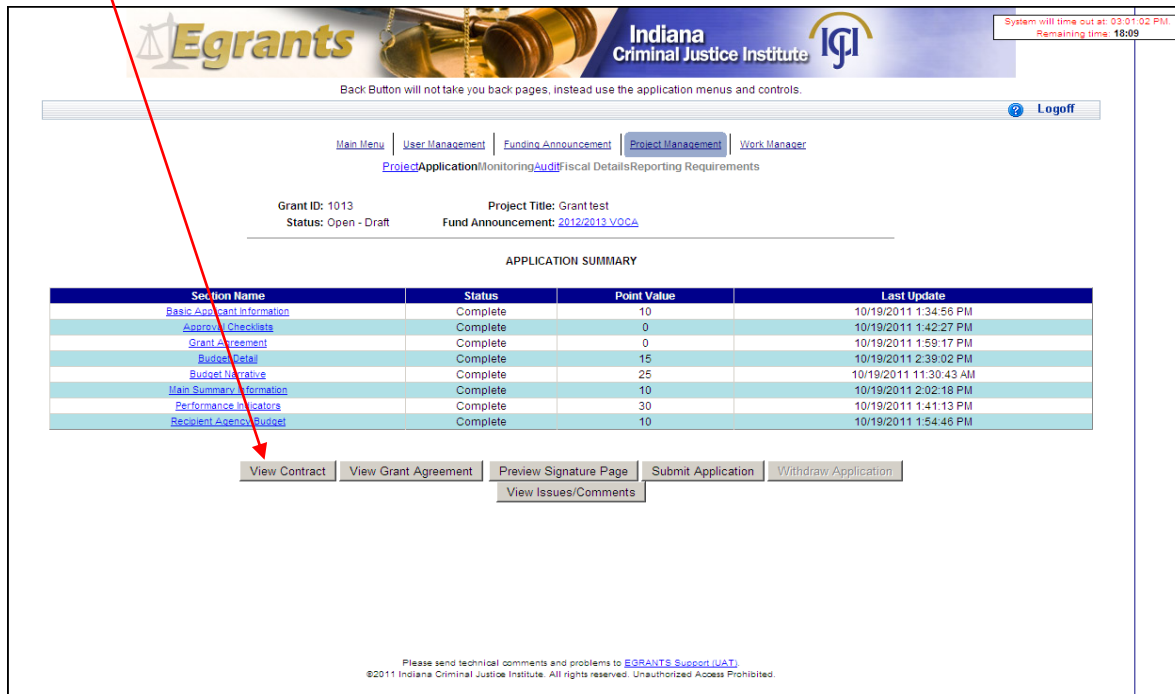
FOR ICJI USE ONLY

We certify that this application is approved and that a grant award has been received to pay the herein stated amount during the _____ fiscal year.

_____ EXECUTIVE DIRECTOR, ICJI	_____ DATE
_____ COMPTROLLER, CENTRAL SERVICES	_____ DATE
Approved as to form and legality:	
_____ COUNSEL TO ICJI	_____ DATE
X _____ OFFICE OF GENERAL COUNSEL	_____ DATE
X _____ DEPUTY ATTORNEY GENERAL	_____ DATE

ICJI-200 (08/08) 2

A complete copy of your application can be viewed or printed by clicking on the “View Contract” button at the bottom of the “Application Summary” screen.



Egrants Indiana Criminal Justice Institute ICI

System will time out at: 03:01:02 PM
Remaining time: 18:09

Back Button will not take you back pages, instead use the application menus and controls.

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[Project Application](#) | [Monitoring Audit](#) | [Fiscal Details](#) | [Reporting Requirements](#)

Grant ID: 1013 Project Title: Grant test
Status: Open - Draft Fund Announcement: [2012/2013 VOCA](#)

APPLICATION SUMMARY

Section Name	Status	Point Value	Last Update
Basic Applicant Information	Complete	10	10/19/2011 1:34:56 PM
Approval Checklist	Complete	0	10/19/2011 1:42:27 PM
Grant Agreement	Complete	0	10/19/2011 1:59:17 PM
Budget Detail	Complete	15	10/19/2011 2:39:02 PM
Budget Narrative	Complete	25	10/19/2011 11:30:43 AM
Main Summary Information	Complete	10	10/19/2011 2:02:18 PM
Performance Indicators	Complete	30	10/19/2011 1:41:13 PM
Recipient Agency Budget	Complete	10	10/19/2011 1:54:46 PM

[View Contract](#) [View Grant Agreement](#) [Preview Signature Page](#) [Submit Application](#) [Withdraw Application](#)
[View Issues/Comments](#)

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Sample Application:

INDIANA CRIMINAL JUSTICE INSTITUTE		ICJI USE ONLY	
Applicant Hereby Applies to the ICJI for Financial Support for the Within-Described Project:		Receipt Date	Award Date
			Subgrant Number(s)
			-- 1013
1. Type of Funds for which you are applying			
2. Applicant	Name Of Applicant: YWCA of Greater Indianapolis		
	Federal ID: 23-1370514	County: Marion	
	Street Address Line 1: 1101 Market Street		
	Address Line 2:	Address Line 3:	
	City: Indianapolis	State: IN	Zip: 43204-2233
3. Recipient Agencies	YWCA of Greater Indianapolis		
4. Project Director	Name: Brother Al Church		Title:
	Street Address Line 1: 111 main street		Agency:
	Address Line 2:	Address Line 3:	
	City: Indianapolis	State: IN	Zip: 46230-3362
	Phone: 317-555-1212 x3365	Fax: 317-555-2121 x555	Email: al@mail.com
5. Financial Officer	Name: Miss Ann Helper		Title:
	Street Address Line 1: 110 Market Street		Agency: YWCA of Greater Indianapolis
	Address Line 2:	Address Line 3:	
	City: Indianapolis	State: IN	Zip: 46204-5562
	Phone: 317-555-1212	Fax:	Email: ahelper@mail.com
6. Contact	Name: Ms. Judy Jones		Title:
	Street Address Line 1: 110 Market Street		Agency: YWCA of Greater Indianapolis
	Address Line 2:	Address Line 3:	
	City: Indianapolis	State: IN	Zip: 46204-3362
	Phone: 317-555-1212	Fax:	Email: jjones@mail.com
7. Brief Summary of Project	Short Title (May not exceed 50 characters)		
	Grant test		
(Do Not Exceed Space Provided)			
Sample Test			
8. Subgrant Budget TOTAL BUDGET BY CATEGORY			
BUDGET CATEGORY		AMOUNT	
PERSONNEL		500,000.00	
EMPLOYEE BENEFITS		25,000.00	
TRAVEL (INCLUDING TRAINING)		0.00	
EQUIPMENT		0.00	
SUPPLIES & OPERATING EXPENSES		0.00	
CONSULTANTS		0.00	
CONSTRUCTION		0.00	
OTHER		0.00	
TOTAL		525,000.00	
9. TOTAL BUDGET BY FUND SOURCE			
FUND SOURCE	AMOUNT	PERCENT	
FEDERAL	500,000.00	95%	
STATE	0.00		
PROJECT INCOME	0.00		
INTEREST	0.00		
STATE MATCH	0.00		
CASH MATCH (NEW APPROP.)	25,000.00	5%	
IN-KIND MATCH	0.00		
PROJECT INCOME MATCH	0.00		
TOTAL	525,000.00	100%	
10. Project Start Date: 11/1/2011		Project End Date: 10/31/2012	
ICJI-200 (08/08)			
Page 1 of 23			

Returned Applications:

1. If the application is sent back to you, you will be notified in “Work Manager” under “tasks” and “alerts.” Note: by clicking on the “?” in the Action column, you will learn the cause for receiving this task or alert as well as the next steps to take on the Notification Details page.

Egrants Indiana Criminal Justice Institute ICI

System will time out at: 03:20:24 PM. Remaining time: 19:30

Back Button will not take you back pages, instead use the application menus and controls.

[Main Menu](#) | [User Management](#) | [Funding Announcement](#) | [Project Management](#) | [Work Manager](#)

Tasks/Alerts For: Brother Al Church **Date:** 10/19/2011

TASKS AND ALERTS

Search Criteria:
Title:
Category: [All]
Action: [All]
Type: [All]
Status: [All]

Click on the ? in the "Action" column to view the details for the corresponding Task or Alert, including the "Cause" for the notification and help with "Next Steps".

Select All	Type: Title	Category	Action	Status	Date/Time Posted
<input type="checkbox"/>	Alert: 1013 - Grant test (YWCA of Greater Indianapolis)	Applications	Issues/Comments Review Required ?	New	10/19/2011 3:05:51 PM
<input type="checkbox"/>	Alert: Joe User's access to YWCA of Greater Indianapolis was modified.	User Management	User Access Updated ?	New	10/4/2011 7:49:28 AM
<input type="checkbox"/>	Alert: YWCA of Greater Indianapolis	User Management	Agency Permission Granted/Denied ?	New	10/3/2011 10:18:53 AM
<input type="checkbox"/>	Alert: 1001 - YOCA Sandbox Application (YWCA of Greater Indianapolis)	Applications	Delinquent Issue Incomplete ?	New	10/1/2011 4:04:12 AM
<input type="checkbox"/>	Alert: 1005 - Re-entry (YWCA of Greater Indianapolis)	Applications	Delinquent Issue Incomplete ?	New	10/1/2011 4:04:12 AM
<input type="checkbox"/>	Alert: 1001 - YOCA Sandbox Application (YWCA of Greater Indianapolis)	Modifications	Awarded ?	New	9/29/2011 2:49:10 PM
<input type="checkbox"/>	Alert: 1005 - Re-entry (YWCA of Greater Indianapolis)	Fiscal	Approved ?	New	9/29/2011 11:08:51 AM

Egrants Indiana Criminal Justice Institute ICI

System will time out at: 03:32:38 PM. Remaining time: 19:42

Back Button will not take you back pages, instead use the application menus and controls.

[Main Menu](#) | [User Management](#) | [Funding Announcement](#) | [Project Management](#) | [Work Manager](#)

Tasks/Alerts For: Brother Al Church **Date:** 10/19/2011

NOTIFICATION DETAILS

Reference Number: 2000 2-0007
Type: Alert
Category: Applications
Action: Issues/Comments Review Required
Cause: Following a review of your Application, Issues or Comments have been noted.
Next Steps (if any): Review the Issues/Comments and respond and/or take required action. Review the Application Processing Quick Start Guide or contact the Fiscal/Program Staff associated with this Issue/Comment.
Title: 1013 - Grant test (YWCA of Greater Indianapolis)
Date/Time Posted: 10/19/2011 3:05 PM
Status: Viewed

Please send technical comments and problems to: [EGRANTS_Support@ICJI](#)
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Click on the hyperlink of the returned grant and the External Issues/Comments Listing page appears.

System will time out at: 03:20:24 PM
Remaining time: 19:30

Back Button will not take you back pages, instead use the application menus and controls.

[Main Menu](#) | [User Management](#) | [Funding Announcement](#) | [Project Management](#) | [Work Manager](#)

Tasks/Alerts For: Brother Al Church Date: 10/19/2011

TASKS AND ALERTS

Search Criteria:
 Title:
 Category:
 Action:
 Type:
 Status:

Click on the in the "Action" column to view the details for the corresponding Task or Alert, including the "Cause" for the notification and help with "Next Steps".

Select All	Type: Title	Category	Action	Status	Date/Time Posted
<input type="checkbox"/>	Alert: 1013 - Grant test (YWCA of Greater Indianapolis)	Applications	Issues/Comments Review Required	New	10/19/2011 3:05:51 PM
<input type="checkbox"/>	Alert: Joe User's access to YWCA of Greater Indianapolis was modified.	User Management	User Access Updated	New	10/4/2011 7:49:28 AM
<input type="checkbox"/>	Alert: YWCA of Greater Indianapolis	User Management	Agency Permission Granted/Denied	New	10/3/2011 10:18:53 AM
<input type="checkbox"/>	Alert: 1001 - VOCA Sandbox Application (YWCA of Greater Indianapolis)	Applications	Delinquent Issue Incomplete	New	10/1/2011 4:04:12 AM
<input type="checkbox"/>	Alert: 1005 - Re-entry (YWCA of Greater Indianapolis)	Applications	Delinquent Issue Incomplete	New	10/1/2011 4:04:12 AM
<input type="checkbox"/>	Alert: 1001 - VOCA Sandbox Application (YWCA of Greater Indianapolis)	Modifications	Awarded	New	9/29/2011 2:49:10 PM
<input type="checkbox"/>	Alert: 1005 - Re-entry (YWCA of Greater Indianapolis)	Fiscal	Approved	New	9/29/2011 11:08:51 AM

Click on the hyperlink in the Short Title column to view the details of the corresponding Issue or Comment.

System will time out at: 03:20:18 PM
Remaining time: 19:45

Back Button will not take you back pages, instead use the application menus and controls.

[Main Menu](#) | [User Management](#) | [Funding Announcement](#) | [Project Management](#) | [Work Manager](#)

[Project Application Monitoring](#) | [Audit](#) | [Fiscal Details](#) | [Reporting Requirements](#)

Grant ID: 1013 Project Title: Grant test
 Status: Open - Received Fund Announcement: 2012/2013 VOCA



EXTERNAL ISSUES/COMMENTS LISTING

Click on the link in the Short Title column to view details for the corresponding Issue or Comment.

IC #	Created By	Date Created	Short Title	Source	Section	Type	Status
1	Mr. David Gin	10/19/2011	Question 1	Application	Basic Applicant Information	Issue	In-Process

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The Issue/Comment Details page appears. Note the “Due Date” associated with the Issue or Comment.



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IJI

System will time out at: 03:42:28 PM.
Remaining time: 19:56

Back Button will not take you back pages, instead use the application menus and controls.

Logoff

[Main Menu](#) | [User Management](#) | [Funding Announcement](#) | [Project Management](#) | [Work Manager](#)

[Project Application Monitoring Audit](#) | [Fiscal Details](#) | [Reporting Requirements](#)

Grant ID: 1013
Status: Open - Received

Project Title: Grant test
Fund Announcement: 2012/2013 VOCA

ISSUE/COMMENT DETAILS

View Type: External

Affected Section: Basic Applicant Information

Source: Application

Type of Entry: Issue

Due Date: 10/24/2011

Short Title: * Question 1

Description: * Please correct question #1

Created By: Mr. David Gin

Created Date: 10/19/2011 3:05:34 PM

Last Update By: Mr. David Gin

Last Update Date: 10/19/2011 3:05:51 PM

Completion Status: In-Process

Responses have been disabled for this issue/comment

Please make the requested corrections to the appropriate Sections and resubmit.

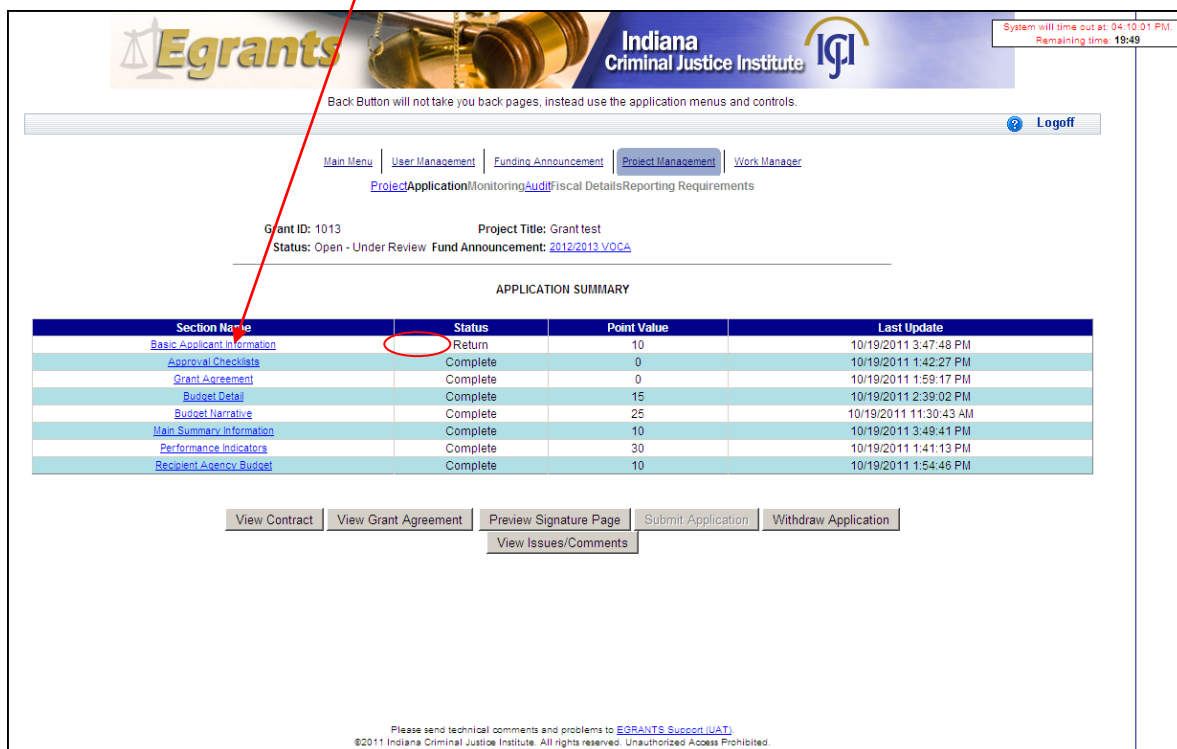
Cancel

Print Preview Issue/Comment

Please send technical comments and problems to [EGRANTS Support \(UAT\)](#).

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- The application can be sent back to you in its entirety or in sections if part of the application is okay as submitted. Go to the “Application Summary” screen and the section(s) that are requiring changes will be marked as “Returned” under the “Status column.” Click on the appropriate hyperlinks.



System will time out at: 04:10:01 PM. Remaining time: 19:49

Back Button will not take you back pages, instead use the application menus and controls.

[Main Menu](#) | [User Management](#) | [Funding Announcement](#) | [Project Management](#) | [Work Manager](#)

[Project Application Monitoring Audit](#) | [Fiscal Details](#) | [Reporting Requirements](#)

Grant ID: 1013 Project Title: Grant test
Status: Open - Under Review Fund Announcement: [2012/2013 VOCA](#)

APPLICATION SUMMARY

Section Name	Status	Point Value	Last Update
Basic Applicant Information	Returned	10	10/19/2011 3:47:48 PM
Approval Checklists	Complete	0	10/19/2011 1:42:27 PM
Grant Agreement	Complete	0	10/19/2011 1:59:17 PM
Budget Detail	Complete	15	10/19/2011 2:39:02 PM
Budget Narrative	Complete	25	10/19/2011 11:30:43 AM
Main Summary Information	Complete	10	10/19/2011 3:49:41 PM
Performance Indicators	Complete	30	10/19/2011 1:41:13 PM
Recipient Agency Budget	Complete	10	10/19/2011 1:54:46 PM

[View Contract](#) [View Grant Agreement](#) [Preview Signature Page](#) [Submit Application](#) [Withdraw Application](#)
[View Issues/Comments](#)

Please send technical comments and problems to [EGRANTS_Support@ICJI](#).
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Note: Although only required to correct the “returned” sections, you can open a section marked “Complete,” change the status to “In process,” make changes, change the status back to “Complete” and “Save” the changes. (As an example, you might want to change your budget narrative to reflect changes “required” in the budget.) When you are finished, click on the “Submit Application” button to resend it to ICJI.

3. Update the Returned section(s), change Completion Status to “Resubmit” and “Save” the corrections.

Egrants Indiana Criminal Justice Institute

System will time out at: 09:45:50 AM
Remaining time: 6:51

Back Button will not take you back pages, instead use the application menus and controls.

[Main Menu](#) | [User Management](#) | [Funding Announcement](#) | [Project Management](#) | [Work Manager](#)

[Project Application Monitoring Audit](#) | [Fiscal Details](#) | [Reporting Requirements](#)

Grant ID: 1013 Project Title: Grant test
Status: Open - Returned Fund Announcement: 2012/2013 VOCA

BASIC APPLICANT INFORMATION

Section Point Value: 10
Completion Status: **Resubmit**

Created By: Brother Al Church Created Date: 10/18/2011 3:25:07 PM
Last Update By: Mr. David Gin Last Update Date: 10/19/2011 3:47:48 PM

1. Please select your type of agency/organization.

☐ Non Profit ☐ State ☐ County ☒ Town ☐ City

2. VOCA grant funds must be used to address specific purpose areas. These purpose areas are listed below in no particular order. Please review the information and mark the box(es) next to the purpose area(s) that more appropriately matches the program for which you are requesting funding.

☐ Help victims learn about, apply for, and/or obtain crime compensation benefits.
☐ Provide services that give victims of crime a measure of safety and security, i.e. boarding-up broken windows and replacing or repairing locks, etc.
☒ Provide services that assist victims to understand and participate in the criminal justice system.
☐ Provide services to assist primary and secondary victims of crime to stabilize their lives after victimization.
☐ Provide services that respond to the emotional and physical needs to crime victims.

3. How does the program you are requesting funding for impact your community?

Test response

Attachment Name	Description	Date	History
File Attachment Documents			

[View History](#) [Add Attachment](#) [Save](#) [Save And Continue Editing](#) [Return to Project Summary](#)

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System will time out at: 09:05:21 AM
Remaining time: 19:34

Back Button will not take you back pages, instead use the application menus and controls.

[Main Menu](#) | [User Management](#) | [Funding Announcement](#) | [Project Management](#) | [Work Manager](#)

[Project Application Monitoring Audit](#) | [Fiscal Details](#) | [Reporting Requirements](#)

Grant ID: 1013 Project Title: Grant test
Status: Open - Returned Fund Announcement: 2012/2013 VOCA

APPLICATION SUMMARY

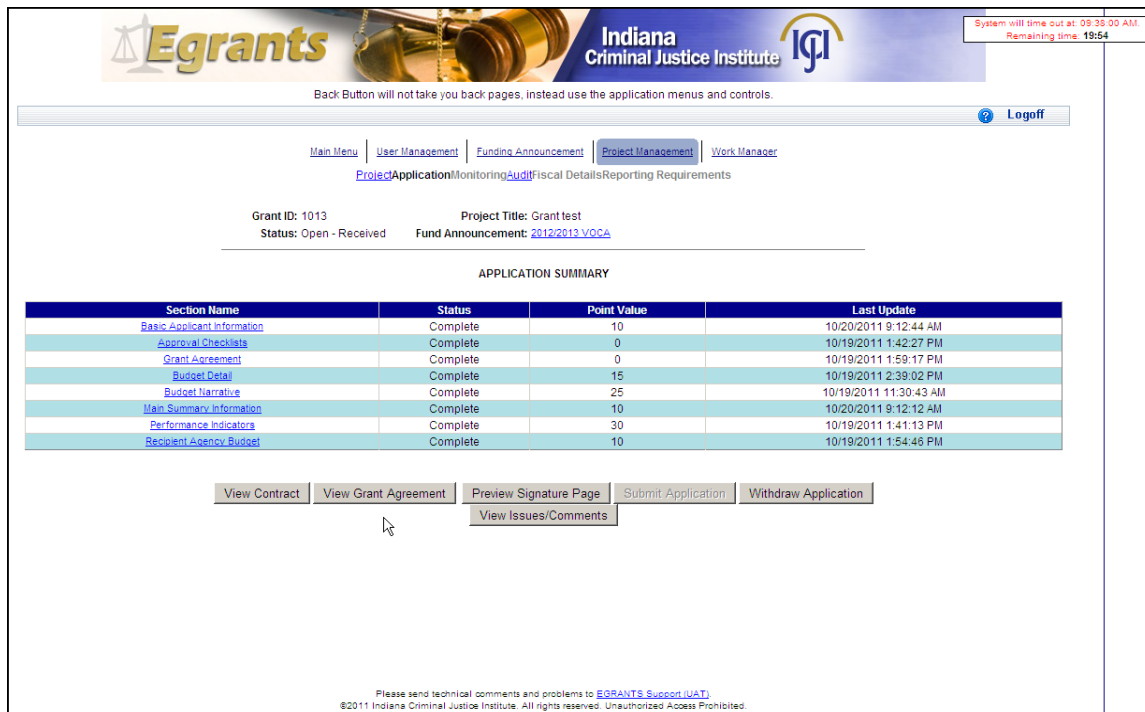
Section Name	Status	Point Value	Last Update
Basic Applicant Information	Resubmit	10	10/20/2011 8:45:21 AM
Approval Checklist	Complete	0	10/19/2011 1:42:27 PM
Grant Agreement	Complete	0	10/19/2011 1:59:17 PM
Budget Detail	Complete	15	10/19/2011 2:39:02 PM
Budget Narrative	Complete	25	10/19/2011 11:30:43 AM
Main Summary Information	Complete	10	10/20/2011 8:28:28 AM
Performance Indicators	Complete	30	10/19/2011 1:41:13 PM
Recipient Agency Budget	Complete	10	10/19/2011 1:54:48 PM

[View Contract](#) [View Grant Agreement](#) [Preview Signature Page](#) [Submit Application](#) [Withdraw Application](#)
[View Issues/Comments](#)

Please send technical comments and problems to [EGRANTS_Support@IAJIT](#)
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Reviewing the Status of your Grant application while it is being developed:

1. You can review the “Status” of the sections for your grant application at any time by going to the “Application Summary” screen



The screenshot shows the Egrants Application Summary screen. At the top, there is a header with the Egrants logo, a gavel image, and the Indiana Criminal Justice Institute (ICJI) logo. A system message in the top right corner states: "System will time out at: 09:35:00 AM. Remaining time: 19:54". Below the header, a navigation bar includes links for Main Menu, User Management, Funding Announcement, Project Management (highlighted), and Work Manager. A sub-navigation bar includes Project Application, Monitoring Audit, Fiscal Details, and Reporting Requirements. The main content area displays the following information:

Grant ID: 1013 Project Title: Grant test
Status: Open - Received Fund Announcement: 2012/2013 VOCA

APPLICATION SUMMARY

Section Name	Status	Point Value	Last Update
Basic Applicant Information	Complete	10	10/20/2011 9:12:44 AM
Approval Checklist	Complete	0	10/19/2011 1:42:27 PM
Grant Agreement	Complete	0	10/19/2011 1:59:17 PM
Budget Detail	Complete	15	10/19/2011 2:39:02 PM
Budget Narrative	Complete	25	10/19/2011 11:30:43 AM
Main Summary Information	Complete	10	10/20/2011 9:12:12 AM
Performance Indicators	Complete	30	10/19/2011 1:41:13 PM
Recipient Agency Budget	Complete	10	10/19/2011 1:54:46 PM

Below the table, there are buttons for View Contract, View Grant Agreement, Preview Signature Page, Submit Application, and Withdraw Application. A mouse cursor is pointing at the View Issues/Comments button.

At the bottom, there is a footer with the text: "Please send technical comments and problems to: [EGRANTS.Support@ICJI](#). ©2011 Indiana Criminal Justice Institute. All rights reserved. Unauthorized Access Prohibited."

2. Or the “Project Summary” screen.



The screenshot shows the Egrants Project Summary screen. At the top, there is a header with the Egrants logo, a gavel image, and the Indiana Criminal Justice Institute (ICJI) logo. A system message in the top right corner states: "System will time out at: 09:35:28 AM. Remaining time: 19:54". Below the header, a navigation bar includes links for Main Menu, User Management, Funding Announcement, Project Management (highlighted), and Work Manager. A sub-navigation bar includes Project Monitoring Audit, Fiscal Details, and Reporting Requirements. The main content area displays the following information:

Grant ID: 1013 Project Title: Grant test
Status: Open - Received Fund Announcement: 2012/2013 VOCA

PROJECT SUMMARY

[CLICK HERE](#) To enter/update/view a Program, Fiscal, or Inventory Report for this grant ([Monitoring](#) menu item).
[CLICK HERE](#) To view any Audit Information for this grant ([Audit](#) menu item).
[CLICK HERE](#) To view the current financial information for this grant such as payments and funding sources ([Fiscal Details](#) menu item).
[CLICK HERE](#) To view the reporting requirements for this grant such as when fiscal reports are due ([Reporting Requirements](#) menu item).

Select the document link to access the details (i.e. Budget, Main Summary, Contract report...).

Phase	Documents	Start - End Dates	Status
1013 :	Create Project Modification Request (PMR)		
	Application	11/1/2011 - 10/31/2012	Open - Received

Below the table, there is a button for View Issues/Comments. A mouse cursor is pointing at the button.

At the bottom, there is a footer with the text: "Please send technical comments and problems to: [EGRANTS.Support@ICJI](#). ©2011 Indiana Criminal Justice Institute. All rights reserved. Unauthorized Access Prohibited."